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STATUS OF VITAL DOCUMENTS PROGRAM

The following information relative to the current status of the vital documents program was obtained by the Advisor for Management from [redacted] Chief CIA Library [redacted] Administrative Services and from a meeting with the vital documents program officers of each CIA office.

1. Current Status

(a) Initial Project

- (1) Completed August 1950
- (2) All offices are 100% complete except OCI - 10% complete. Can be 100% complete to date within one month. Work will be started as soon as storage space for material is available in repository.

Graphics Register - 500,000 frames to be micro-filmed. Approximate time required to complete = six month's using one camera.

ORR/Map - Twelve map cabinets containing vital documents and map negatives of [redacted] program have been retained in Washington pending completion of permanent repository.

(b) Material Produced Currently

Since August 1950 each office has contributed on a periodic basis as follows:

- (1) All CIA produced material is forwarded to the repository on a monthly basis.
- (2) Material from I & S, OEO and OGD is forwarded monthly.
- (3) Covert Personnel records are forwarded on a monthly basis.
- (4) Overt Personnel records are forwarded on a quarterly basis. Arrangements have been made to forward these records on a monthly basis.
- (5) Comptroller's Office forwards its material each quarter.
- (6) Office of Operations forwards its material each Quarter.
- (7) All other offices forward material when deemed necessary.

2. Schedules

(a) There are no VD forwarding schedules established for operating and administrative divisions within an office. Such schedules should be established and the VD officer for each office should check those divisions which do not submit material on scheduled dates.

(b) VD officers for each office have been requested to advise the Advisor for Management of those documents or classes of documents which should be forwarded to the repository on a daily or weekly basis.

3. Withdrawal of Stored Material

(a) Since established procedures require copies of original documents to be forwarded to the repository, it is rarely necessary to withdraw stored materials.

(b) The recent withdrawal of stored SES and Finance Office records for purposes of consolidation of those records under the Comptroller is only case where this has been necessary.

(c) Policy statement on future withdrawals should be obtained.

4. Replacement of Material

Certain documents are scheduled for replacement on a periodic basis to conserve file space. This operation does not present a problem but it would be advisable at this time to review the list of documents involved and their replacement schedules to determine if any changes should be made.

5. Microfilming of Records on a Monthly or Weekly Basis.

TAB A lists the offices and divisions which are microfilming certain of their vital documents for storage. Except for Graphic Register, OCD, Procurement Division and the Office of Special Operations, the initial microfilming projects were 100% complete as of October 1950. The schedules to microfilm vital documents produced on a current basis vary from a daily operation to once each six months. In order to reduce the time lapse to a monthly or weekly basis, it has been estimated that four Rotary Cameras, 16 mm, one Diebold Camera, 35 mm, and four operators in addition to the present equipment and personnel available for this work would be required.

Further study will be given to this problem to determine if personnel

assigned to the offices involved in the program cannot perform the microfilming work thereby obviating the need to employ additional personnel.

6. Recommendations

It is recommended that:

(a) the position established for the CIA VD officer GS-12 in the Administrative Service Office, be filled as soon as possible and the future incumbent be cleared to handle TS Covert as well as Overt material; and that he be assigned complete authority and responsibility to establish and operate a centralized program and that his authority and responsibility be clearly outlined to all CIA offices.

(b) A custodial position be established at the final repository and that the eventual incumbent be cleared to handle both TS Covert and Overt material.

(c) Work on the final repository be started as soon as possible since (1) the interim repository cannot accommodate additional material (2) corrosion and deterioration of safe files cannot be successfully arrested in the present location.

(d) The final repository be constructed to provide proper ventilating and heating facilities to prevent possible deterioration of stored material and adequate electric power facilities be provided for the operation of IBM and other types of machines.

(e) The present list of "vital" documents be reviewed to determine if any should be dropped from the list and if there are documents not listed which should be defined as "vital" and added to the list.

(f) Schedules for submitting material to VD officers within each office and to the CIA VD Officer be established and closely controlled.

(g) The microfilming of the backlog of documents which should have been included in the "initial project" be accomplished as soon as possible.

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**PROGRESS SUMMARY OF VITAL DOCUMENTS
MICROFILM PROGRAM**

<u>Office or Division</u>	<u>Initial Project</u>	<u>Period for Microfilming New Material</u>
OCD, Biographic Register	100%	6 months
OCD, Graphics Register	15%	*6 months
OCD, Industrial Register	100%	Daily
OCI	100%	6 months
Legal Staff	100%	When necessary
I & S	100%	6 months
Comptroller's Office	100%	6 months
Personnel Division	100%	when necessary
Procurement Division	0%	*Daily
ORE	100%	When necessary
ORR - Map Intelligence	100%	When necessary
OC/C	100%	When necessary
OSO	0%	*Daily
OPC	100%	4 months
Advisor for Management	100%	when necessary
OCI	10%	*Monthly
Adm. Services (Real Estate Contract Division)	100%	When necessary

* After initial project is completed.

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